

## CONFERENCE INFORMATION SHEET

### Small Lot Intelligent Manufacturing Conference September 1-3, 2003 Santa Fe Courtyard by Marriott Santa Fe, NM

*Los Alamos National Laboratory is pleased to host the Small Lot Intelligent Manufacturing Conference September 1-3, 2003. Brian Reardon of the Engineering, Sciences, and Applications Division, Weapon Response Group is the Technical Host.*

#### **Technical Host:**

*Brian Reardon  
Phone: (505) 665-9974  
Fax: (505) 665-2137  
E-mail: [breardon@lanl.gov](mailto:breardon@lanl.gov)*

#### **Conference Coordinator:**

*LeeRoy Herrera  
Phone: (505) 665-5593  
Fax: (505) 667-7530  
E-mail: [ljherrera@lanl.gov](mailto:ljherrera@lanl.gov)*

#### **Conference Liaison:**

*Marion Hutton  
Phone: (505) 667-8451  
Fax: (505) 667-7530  
E-mail: [hutton@lanl.gov](mailto:hutton@lanl.gov)*

#### **LOCATION**

*The conference will be held at the Santa Fe Courtyard by Marriott located 3347 Cerrillos Road.*

#### **TRANSPORTATION**

*The Albuquerque International Sunport is the major air terminal nearest to Santa Fe. Santa Fe is approximately a one-hour drive from Albuquerque Major rental car agencies are represented at the Albuquerque Sunport.*

*Avis: 505-982-4361  
Budget: 505-984-4361  
Enterprise: 505-474-3234  
Hertz: 505-471-7189  
Express Shuttle: 1-800-256-8991  
Taxi: 505-438-0000*

The Santa Fe Courtyard by Marriott provides complimentary transportation to and from the hotel to the downtown plaza.

#### **REGISTRATION**

*In order to establish your participation at the conference, the enclosed registration form and fee of **\$250.00** must be received in the Protocol Office by August 18, 2003. **Please complete and fax registration form to Marion Hutton at (505) 667-7530.** We can accommodate credit cards (Visa and Mastercard only).*

<b>Registration fee received by August 18, 2003:</b>	<b>\$250.00</b>
<b>Late registration fee, received after August 18, 2003:</b>	<b>\$300.00</b>
<b>On-site registration fee:</b>	<b>\$350.00?</b>

**CREDIT CARD PROCESSING**

*Your credit card will be processed one-two weeks prior to the conference. You will receive a receipt at the conference registration desk.*

**REFUND POLICY**

*Prepaid registration fees will be refunded, less a \$50.00 processing fee, if notification is received by August 18, 2003. Cancellations received after August 18, 2003 will not be refunded; however, a substitute registrant will be accepted.*

**REGISTRATION DESK**

*The registration desk will be staffed throughout the conference to assist you with general information, travel changes, or other special requirements.*

**ACCOMMODATIONS**

*A block of rooms have been reserved for conference participants at the Santa Fe Courtyard by Marriott. To secure hotel accommodations at the conference rate of \$79.00 single/double plus tax, please contact the hotel listed below on or before August 5, 2003 and refer to the block of rooms reserved under Small Lot Intelligent Manufacturing Conference. Reservations made after August 5, 2003 will be taken on a space-available basis.*

*Santa Fe Courtyard by Marriott*

*3347 Cerrillos Road*

*Santa Fe, NM 87501*

*1-800-777-3347*

*Phone: (505) 473-2800*

*Fax: (505) 473-5128*

*Any no-shows will be subject to a cancellation penalty. A 72-hour notice is required for any room cancellations or early checkouts. Parking at the hotel is complimentary to its guests.*

**HOSPITALITY**

*Registration and a hosted reception with cash bar will take place on Monday, September 1, 2003 from 6:00 - 8:00 pm at Courtyard by Marriott. A continental breakfast will be provided each morning. Refreshments will be provided during mid-morning and mid-afternoon breaks each day. Lunches will be provided at the hotel each day. A banquet will be held at the Courtyard by Marriott on September 2, 2003 with reception from 6:30 - 7:00 pm and dinner from 7:00 - 9:00 pm. Guest banquet tickets will be available for \$40.00 at the registration desk.*

**MESSAGES**

*Incoming messages can be received at (505) 473-2800 during normal business hours. FAX messages can be received at (505) 473-5128. All incoming communications will be posted on the message board at the registration desk.*

**AUDIO VISUAL EQUIPMENT**

*An overhead viewgraph projector, and screen will be available for presentations. If other equipment is required, please contact LeeRoy Herrera at 505-665-5593 or e-mail: [ljherrera@lanl.gov](mailto:ljherrera@lanl.gov)*

**SPECIAL NEEDS**

*Every effort will be made to accommodate dietary requirements and special needs of disabled participants. If assistance is required, please contact LeeRoy Herrera, Conference Coordinator at (505) 665-5593/e-mail: [ljherrera@lanl.gov](mailto:ljherrera@lanl.gov)*